

**ADMINISTRATOR REPORT**  
**April 27, 2016**

**TO:** Board of Supervisors  
**FROM:** Frank J. Rogers, County Administrator  
**RE:** May 3, 2016 Board of Supervisors Meeting

2:30 PM - Public Works / Community and Economic Development Committee – [Agenda](#)  
Haberer Building Board Conference Room (Gunter, Puckett)

4:00 PM - Call to Order by Chairman Zehr  
Pledge of Allegiance and Invocation by Supervisor Goldsmith

Tuesday, May 10<sup>th</sup> – 5 PM – [EMSAC](#) & [FAC](#) Meeting (Borland, Goldsmith)

Tuesday, May 17<sup>th</sup> – 4 PM – Final Budget Presentation & Adoption

**Tuesday, May 24<sup>th</sup> - 11:30 a.m. to 1:00 p.m. Employee Luncheon (Maintenance Bldg.)**

Tuesday, May 24<sup>th</sup> – 7 PM – Joint Committee Meeting – Campbell County Technical Center –  
(Good, Gunter)

**1. APPROVAL OF MINUTES**

a. [APRIL 5 2016](#) – Regular Meeting

**2. APPEARANCES**

Karen T. Danos, General Registrar

a. [INTRODUCTION OF NEW ELECTORAL BOARD, MEMBER](#) (3 minutes)

Karen Danos, General Registrar for Campbell County, would like to introduce Gerald J. “Jerry” Nijakowski, the newly appointed member and Chairman of the Campbell County Electoral Board representing the Republican Party. Jerry will serve a 3-year term ending February 28, 2019.

**RECOMMENDATION: Please welcome Jerry Nijakowski as a member of the Campbell County Electoral Board.**

**3. ADMINISTRATOR’S ITEMS**

Frank J. Rogers, County Administrator

a. [AWARD OF FINANCIAL REPORTING ACHIEVEMENT FY 2015](#) (3 minutes)

Campbell County has been awarded the *Award of Financial Reporting Achievement* from the Government Finance Officers Association of the United States for their fiscal year ending audited financial statements and reports of June 30, 2015 marking the 12th year in a row this honor has been awarded to the County.

A copy of the Certificate of Achievement for fiscal year FY2015 is included with this agenda item.

**RECOMMENDATION: Staff wishes to acknowledge receipt of the award for the Certificate of Achievement presented by the Government Finance Officers Association of the United States and Canada to Campbell County for the *Award of Financial Reporting Achievement* for its financial statements and reports issued as of June 30, 2015.**

b. [CAMPBELL COUNTY TRAINING SCHOOL – ROSENWALD REQUEST](#)  
(10 minutes)

The Rosenwald Committee appeared before the Board of Supervisors at the September 1, 2015 meeting to ask the County to transfer the County owned properties located on Village Highway across from Long Mountain Grocery. All of the structures, which currently are used for County storage, and the full 8.95 acres were requested.

A public hearing in accordance with Virginia Code 15.2-1800, was held on March 1, 2016, and following the public hearing, the Board of Supervisors declared the property surplus. However, prior to considering the actual transfer of the property to the Campbell County Training School Complex 501(c)3, the Board requested an opportunity to review the transfer documents. One of the concerns raised during Board discussion at the March meeting was if/how the property might transfer back to the County's ownership should the Rosenwald venture fail. To that end, the [attached draft deed document](#) suggests that the County will have first right of refusal to purchase the property should the Campbell County Training School Complex 501(c)3 seek to sell it, or if after 10 years the property is not available for public purposes as is intended. The Training School Committee has provided an outline of its vision and strategic plan for the project which is [attached here](#).

Please be reminded that certain arrangements will need to be made to relocate items presently stored at the Rosenwald School complex to other locations. This will require the repair of other buildings etc. as outlined in the [attached staff report](#).

**RECOMMENDATION: Staff recommends the Board review and consider the attached draft document and consider action to allow the County Administrator to execute the deed and transfer ownership of the property in question to the Campbell County Training School Complex 501(c)3 pursuant to final review as to form by the County Attorney.**

Clifton M. Tweedy, Deputy County Administrator

c. [SCHOOL ADMINISTRATION HVAC CAPITAL NEEDS](#) (5 minutes)

The School Administration Building is in need of significant improvements to the HVAC equipment, operational design, and control systems. During periods of extreme temperatures, parts of this building have been more than 10 degrees above or below set points. As a result of

numerous complaints, continuing problems, and high maintenance costs Public Works was given approval for a study of this HVAC system and the one in the Public Safety Building.

Dewberry recently prepared a report evaluating the conditions of the HVAC systems in the Public Safety Building and the School Administration Building: (Please see [attached report](#).) In summary:

- Based on the replacement of several components and the recent addition of a backup cooling system for the server room, the Public Safety Building's HVAC system is in good condition. With replacement compressors and air handlers readily available for these systems, Dewberry recommends we continue to replace the units as they fail.
- The School Administration Building involves two (2) phases. The first phase addresses the more serious problems on the south end of the building. The proposed solution would include replacing the existing roof top unit with modifications to correct current maintenance issues. An additional unit would be added to provide better climate control for the southernmost end of the building. This unit would be tied into the existing system thus minimizing replacement of the existing ductwork. In addition, replacement of the HVAC control system and software updates would be included as part of the first phase.
- The second phase, involving the north end of the building, would be scheduled for future years. Replacement of these components would be planned after the useful life of the system is exceeded and maintenance issues indicate it needs replacing. This will also allow for budgetary planning to insure funds are available when required.

Currently there are funds budgeted for the needed HVAC improvements for Phase I of the School Administration Buildings in the HVAC Windows and Roof Replacement line item. These funds are sufficient to pay for both design and construction costs once funds budgeted in FY-17 are included.

**RECOMMENDATION: Authorize the design and bidding of Phase 1 of the HVAC upgrades to the School Administration Building with funds available within the CIP.**

d. HIGHWAY MATTERS (15 minutes)

i. Status of Outstanding Highway Matters: [See attached report](#).

ii. Highway Matters Action Items: Liberty Mountain Drive (LMD)

[CCADM 011-FY16 WETLAND & STREAM CREDITS, AND CCADM 013-FY16 LMD CONNECTOR](#)

In December 2015, the Board authorized the advertisement of the construction of the Liberty Mountain Drive (LMD) project as well as the purchase of stream and wetland mitigation credits, which are required by the Department of Environmental Quality as part of the environmental permit. Pioneer Estate Bank submitted the lowest responsive and responsible bid for the stream credits and for the wetland credits, Weatherbury Bank submitted the lowest responsive and responsible bid. Counts & Dobyns, Rustburg, Virginia, submitted the lowest responsive and responsible bid for the Liberty Mountain Drive Roadway improvements (Specific information included in this agenda item).

Funding of \$4,199,839.00 has been appropriated in line item #4-516-047100-7500 – for the purchase of the wetland and stream credits and construction services for the Liberty Mountain Drive Roadway improvements. These costs are within the engineer’s estimates and available funds.

A contract with Columbia Gas to relocate the high-pressure gas line running through the project must also be approved. The final details of the agreement are still being negotiated between the County Attorney and two other parties on acceptable language for the easement. The project cannot move forward until the details are agreed upon.

**RECOMMENDATION: It is recommended that the following be approved:**

- 1. The contract between Campbell County and Columbia Gas, with Liberty as a party guaranteeing the gas line easement, be approved when it is finalized.**
- 2. The lowest responsive and responsible bid from Pioneer Estate Bank be accepted for the provision of procuring the stream credits and it is recommended that the lowest responsive and responsible bid from Weatherbury Bank be accepted for the provision of procuring the wetland credits.**
- 3. The lowest and responsible bid from Counts & Dobyns be accepted for the provision of procuring construction services for the Liberty Mountain Drive Roadway improvements.**
- 4. Authorize staff to approve any necessary change orders with Liberty University’s input and within funding available.**
- 5. Approve future supplemental appropriations as funds are received from Liberty University or through Revenue Sharing.**
- 6. Pre-approve the carry over request of any funds not expended from the line item at the end of this fiscal year.**

iii. A few minutes is scheduled each month for Supervisors to voice any questions or concerns regarding highway matters.

**RECOMMENDATION: Please provide staff with any highway matters the Board has or that need to be passed along to VDOT.**

**4. CONSENT AGENDA**

**a. APPROPRIATIONS**

Attached is an appropriation listing for the Board’s consideration.

**b. COUNTY ATTORNEY INVOICE**

Attached for your approval is a \$6,963.37 invoice from the County Attorney for services rendered in the month of April 2016.

**c. CARDIAC MONITOR/DEFIBRILLATOR PURCHASE**

The EMS Division of Campbell County Public Safety requests to purchase one Cardiac Monitor/Defibrillator to be placed in the EMS Captain’s vehicle. To be compliant with state and

local protocols there is a need to replace an older refurbished monitor that has less capabilities and is reaching the end of its life span.

Funds have been budgeted and are available in the FY16 CIP funds in the line item EMS Apparatus/Facility Replacement Program. Public Safety has received an 80/20 RSAF (Rescue Squad Assistance Fund) grant for \$25,488.88 to be used toward the purchase of the requested cardiac monitor/defibrillator.

d. [LYNCHBURG REGIONAL AIRSHOW - PERMITS](#)

The Lynchburg Regional Airshow, Inc. is planning to host its second airshow event at the Lynchburg Regional Airport on May 21 – 22, 2016.

Included is a special entertainment application for the Board's consideration for the Airshow; a request for an Exception from the Noise Ordinance for the aircraft noise throughout the event, and a proclamation of appreciation for all those in bringing this event to Campbell County.

**RECOMMENDATIONS: Staff recommends the Board:**

- a. **Approve the appropriations as presented;**
- b. **Approve the County Attorney invoice of \$6,963.37**
- c. **It is recommended that the lowest, responsive, and responsible bid from ZOLL Medical for \$31,861.10 be accepted to purchase one (1) new manual cardiac monitor/defibrillator.**
- d. **Staff recommends the Board consider approval of the special entertainment permit and exception from the noise ordinance for this event.**

In appreciation to all those involved in bringing this tremendous event to Campbell County, the Board may consider the attached proclamation to welcome the participants and guests of the 2016 Airshow and join in to salute the service of our Country's military.

5. **APPOINTMENTS - None**

6. [MATTERS FROM THE BOARD](#)

A few minutes is scheduled at each meeting to discuss matters from the Board.

7. **CLOSED MEETING**

Staff is requesting the Campbell County Board of Supervisors enter into Closed Session in accordance with [Section 2.2-3711 \(A\)\(5\) of the Code of Virginia](#) to discuss items relating to a business, company or industry that has not made a decision or public announcement regarding locating or expanding a facility in Campbell County.

**RECOMMENDATION: Staff recommends the Board conduct a Closed Session for discussion of the item noted above.**

5:30 P.M.

## 8. PUBLIC HEARING – FY 2017 BUDGET PROPOSAL

The Board of Supervisors authorized staff to advertise the proposed FY 2016 – 2017 budget following the Budget Workshop that was conducted on April 14. A public hearing on the proposed budget was advertised for 5:30 PM on May 3, 2016. Please find the advertisement included with the agenda.

The attached [Budget Synopsis](#) reflects the changes approved by the Board at the Budget Workshop conducted on April 14. There were several approved changes to the original budget submission that was presented to the Board at the Budget Workshop:

- expenditures were increased for the hiring of 6 additional EMT Technicians;
- a 2% salary increase effective December 1, 2016 for staff for the five Constitutional Offices and Social Services Department;
- reinstatement of \$23,000 funding for general support for the Town of Brookneal.

These expenditure increases approved by the Board for advertisement of the budget public hearing are to be funded by increases to EMS billing fees; increased building permit fees; increases in local revenue projections; and increased state and federal reimbursements covering the majority of the increases in salary for the for the five Constitutional Offices and Social Services Department.

Time is scheduled on the May 17<sup>th</sup> regular meeting agenda for the Board to make changes and take final action on the proposed budget.

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## 9. AGENCY MINUTES AND REPORTS

- |  |                   |
|--|-------------------|
| a. <a href="#">Administration –Human Services Committee</a>          | April 5, 2016     |
| b. <a href="#">Library Board</a>                                     | March 21, 2016    |
| c. <a href="#">Planning Commission</a>                               | March 28, 2016    |
| d. <a href="#">Robert E Lee Soil and Water Conservation District</a> | February 25, 2016 |
| e. <a href="#">School Board</a>                                      |                   |

## 10. INFORMATIONAL ITEMS

- |   |                |
|---|----------------|
| a. <a href="#">2015 Attendance Records</a>                            | April 13, 2016 |
| b. <a href="#">Planning Commission Review – Home Occupations</a>      | April 26, 2016 |
| c. <a href="#">County Code Review from Ec. Development Commission</a> | April 6, 2016  |
| d. <a href="#">EMSAC Agenda</a>                                       | May 10, 2016   |
| e. <a href="#">FAC Agenda</a>   | May 10, 2016   |
| f. <a href="#">Frankenbach Claim Request</a>                          | April 18, 2016 |
| g. <a href="#">Report – Treasurer</a>                                 | March 2016     |
| h. <a href="#">Report - Unassigned Cash Balance</a>                   | March 2016     |
| i. <a href="#">Report – Unassigned Fund Balance</a>                   | March 2016     |
| j. <a href="#">Thank you from Cathy Moore</a>                         | April 13, 2016 |
| k. <a href="#">Special Entertainment Permit – Thirsty Fridays</a>     | April 25, 2016 |

## **BOARD OF SUPERVISORS MEETING SCHEDULE**

Revised 4/27/16

Items marked with an asterisk (\*) are changed from the previously published schedule  
Underlined items are special meetings

### **Tuesday, May 3<sup>rd</sup> –**

- 2:30 PM - Public Works/Community and Economic Development Committee –  
Board Level Multi-Use Room – (Gunter, Puckett)
- 4:00 PM – Regular Administrative Business Meeting
- 5:30 PM– Public Hearing – FY 2017 Budget

### **Tuesday, May 10<sup>th</sup> –**

- 5:00 PM – EMSAC – Public Safety Conference Room (Borland, Goldsmith)
- 6:00 PM – FAC

Tuesday, May 17<sup>th</sup> – 4 PM – Final Budget Presentation & Adoption

### **Tuesday, May 24<sup>th</sup> 11:30 a.m. to 1:00 p.m. Employee Luncheon (Maintenance Bldg.)**

Tuesday, May 24<sup>th</sup> – 7 PM – Joint Committee Meeting –  
Campbell County Technical Center – (Good, Gunter)

### **Tuesday, June 7<sup>th</sup> –**

- 2:30 PM– Public Safety Committee –  
Board Level Multi-Use Room – (Borland, Goldsmith)
- 4 PM – Regular Administrative Business Meeting
- 5:30 PM– Public Hearings, none are currently scheduled

### **Tuesday, July 5<sup>th</sup> –**

- 2:30 PM – Administration/Human Services Committee –  
Board Level Multi-Use Room – (Rousseau, Zehr)
- 4 PM – Regular Administrative Business Meeting
- 5:30 PM – Public Hearings, none are currently scheduled

Tuesday, July 19<sup>th</sup> – 4 PM – No Board workshop currently scheduled

### **Tuesday, August 2<sup>nd</sup> –**

- 2:30 PM - Public Works/Community and Economic Development Committee –  
Board Level Multi-Use Room – (Gunter, Puckett)
- 4 PM – Regular Administrative Business Meeting
- 5:30 PM– Public Hearings, none are currently scheduled

### **Tuesday, August 9<sup>th</sup> –**

- 5 PM – EMSAC – Public Safety Conference Room (Borland, Goldsmith)

6:00 PM – FAC

Tuesday, August 16<sup>th</sup> – 4 PM – No Board workshop currently scheduled

Tuesday, August 23<sup>rd</sup> – 7 PM – Joint Committee Meeting –  
Campbell County Technical Center – (Good, Gunter)

**Tuesday, September 6<sup>th</sup> –**

2:30 PM– Public Safety Committee –  
Board Level Multi-Use Room – (Borland, Goldsmith)  
4 PM – Regular Administrative Business Meeting  
5:30 PM– Public Hearings, none are currently scheduled

Tuesday, September 20<sup>th</sup> – 4 PM – No Board workshop currently scheduled

**Tuesday, October 4<sup>th</sup> –**

2:30 PM – Administration/Human Services Committee –  
Board Level Multi-Use Room – (Rousseau, Zehr)  
4 PM – Regular Administrative Business Meeting  
5:30 PM – Public Hearings, none are currently scheduled

Tuesday, October 18<sup>th</sup> – 4 PM – No Board workshop currently scheduled